



# MANITO ART LEAGUE

## PATRONS

URL to get into your Dashboard page:

Click the link below to access your page.

<https://manito-art-league.appsmith.com/app/manito-art-league/pdashboard-698b4f127a023e1c1dbe8bef>



### On your Dashboard:

- Click on Patron Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.

### NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Last name, First name.**
- Patron amount records are able to be deleted- **Only in the multiple patron records.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.

### RULES ON ENTRY:

- Entering is case sensitive
- All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: **WI**

- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.
- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and Street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No **>DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- For those that are NO LONGER MEMBERS or PATRONS. Change the Yes to No Under Member or Patron and clear the year(Mal YR, Patron YR) next to it.
- **YEAR = 4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner Name.

## PATRON MAINTENANCE INSTRUCTIONS

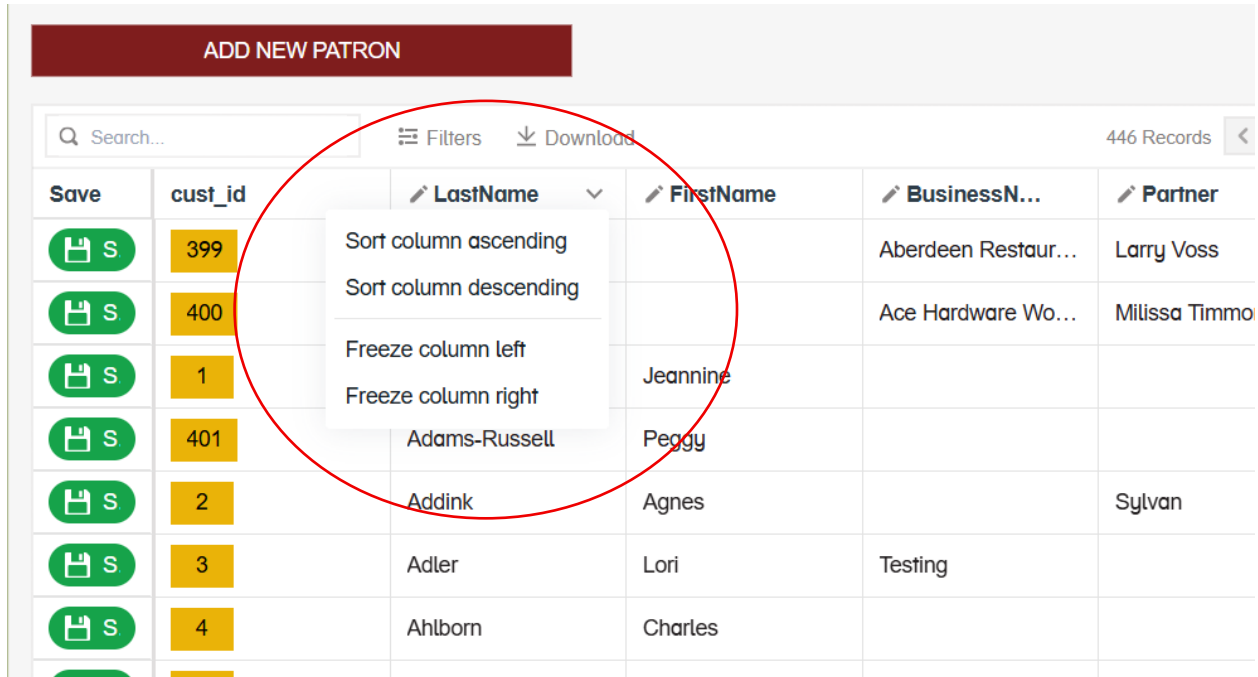
### Patron Interactive Report- Add, Edit and Delete Records

The screenshot displays the 'Patron Maintenance' interface in Appsmith. It features a table with 446 records and a form for adding new patrons. The table columns are: Save, cust\_id, LastName, FirstName, BusinessName, Partner, and Birthdate. The form columns are: S..., p\_cust\_id, p\_patron\_yr, p\_patron\_amt, and p\_artpur.

Save	cust_id	LastName	FirstName	BusinessName	Partner	Birthdate
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
	400	Ace Hardware Wo...		Ace Hardware Wo...	Missa Timmons	
	1	Achauer	Jeannine			
	401	Adams-Russell	Peggy			
	2	Addink	Agnes		Sylvan	
	3	Adler	Lori	Testing		
	4	Ahlborn	Charles			
	5	Ahmann	Rosemary			
	6	Ahnen	Wendy			
	7	Alfery	Christine		Brad	
	444	Alfrey	Christine	Christine Alfrey C...		
	8	Anast	Velto			
	9	Anderson	Meghan			

## SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.



The screenshot shows a data table with a header row and several data rows. A red circle highlights the 'LastName' column header, which has a dropdown arrow. A context menu is open over this column, showing options: 'Sort column ascending', 'Sort column descending', 'Freeze column left', and 'Freeze column right'. The table has columns: 'Save', 'cust\_id', 'LastName', 'FirstName', 'BusinessN...', and 'Partner'. The 'cust\_id' column contains values like 399, 400, 1, 401, 2, 3, 4. The 'LastName' column contains values like 'Adams-Russell', 'Addink', 'Adler', 'Ahlborn'. The 'FirstName' column contains values like 'Jeannine', 'Peggy', 'Agnes', 'Lori', 'Charles'. The 'BusinessN...' column contains values like 'Aberdeen Restaur...', 'Ace Hardware Wo...', 'Testing'. The 'Partner' column contains values like 'Larry Voss', 'Milissa Timmo', 'Sylvan'.

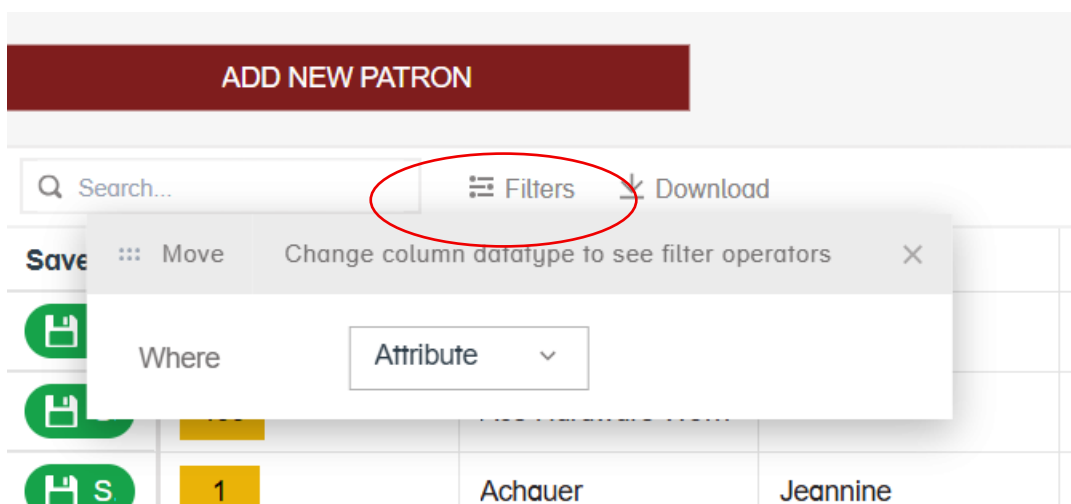
Save	cust_id	LastName	FirstName	BusinessN...	Partner
	399			Aberdeen Restaur...	Larry Voss
	400			Ace Hardware Wo...	Milissa Timmo
	1		Jeannine		
	401	Adams-Russell	Peggy		
	2	Addink	Agnes		Sylvan
	3	Adler	Lori	Testing	
	4	Ahlborn	Charles		

## SEARCHING:

For Advanced searching, use the filter

### TO FILTER:

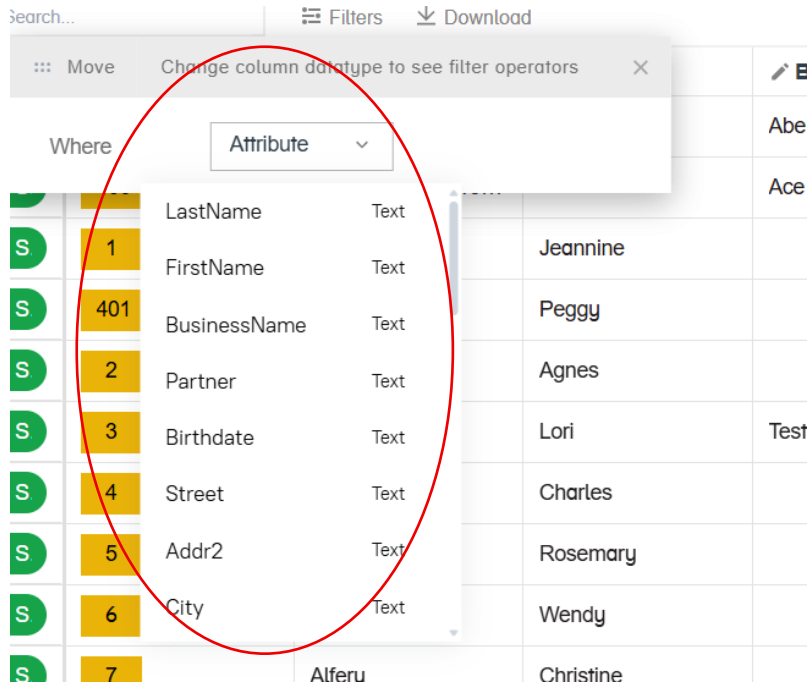
- Click on the filter:
- You have many options here... You can search on any field with specific selections.



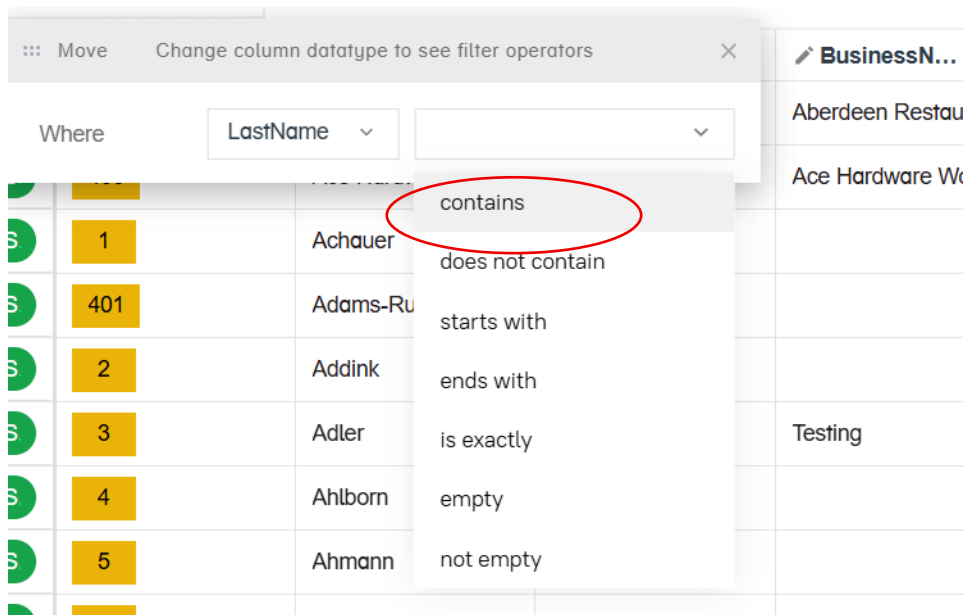
The screenshot shows the same data table as before. A red circle highlights the 'Filters' button in the top toolbar. A filter dialog is open, showing a 'Where' section with a dropdown menu set to 'Attribute'. The dialog also has a 'Save' button and a 'Move' button. The table data is partially visible below the dialog.

Save	Move	Where	Attribute

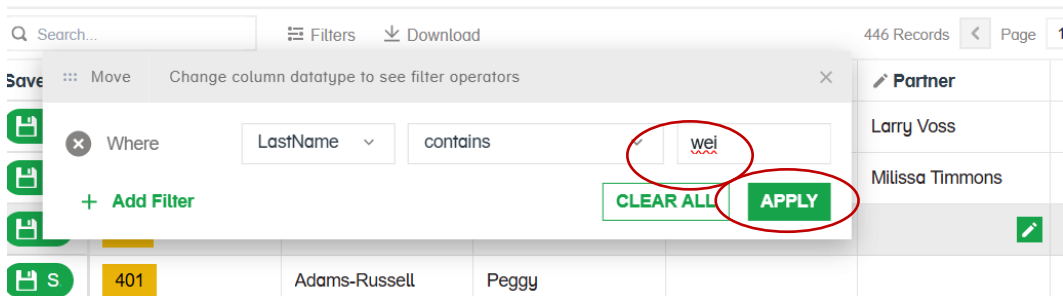
- Select the Attribute (fields/column) you want to find.





- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”





- Enter letters of the lastname of the person you are finding and press Apply.




- You will see your results.

ADD NEW PATRON						
Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
 S	441	Weinhammer	Laurie			
 S	378	Weirick	Mariah			

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

ADD NEW PATRON						
Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
 S	441	Weinhammer	Laurie			
 S	378	Weirick	Mariah			

- And then click on the X to get out.




Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
 S	1	Achauer	Jeannine			

## TO USE THE SEARCH BOX: - CustId and LastName for Search Only

- Type in the letters and it will pop in the matching records.


ADD NEW PATRON

Q WEI X Filters Download 3 Records Page 1 of 1

Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
 S	353	Tonkin	Allison			
 S	441	Weinhammer	Laurie			
 S	378	Weirick	Mariah			

- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top
- Click on the “x” to clear the selection












Q Nord X Filters Download 1 Records Page 1 of 1

Save	cust_id	LastName	FirstName	BusinessN...	Partner
 S	248	Nordby	Kat	Kats Kreations Art ...	

## EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes

Q Search... Filters Download 446 Records Page 1 of 35

Save	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
 S	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
 S	400	Ace Hardware Wo...		Ace Hardware Wo...	Mitissa Timmons	
 S	1	Achauer	Jeannine			
 S	401	Adams-Russell	Peggy			
 S	2	Addink	Agnes		Sylvan	
 S	3	Adler	Lori	Testing 		
 S	4	Ahlborn	Charles			
 S	5	Ahmann	Rosemary			
 S	6	Ahnen	Wendy			
 S	7	Alfery	Christine		Brad	

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop up Update successfully will appear

Pages / Patron\_Maintenance ▾

Record updated successfully

ADD NEW PATRON

Search... Filters Download 446 Records Page 1 of 35

e	cust_id	LastName	FirstName	BusinessN...	Partner	Birthdate
S	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss	
S	400	Ace Hardware Wo...		Ace Hardware Wo...	Milissa Timmons	
S	1	Achauer	Jeannine			
S	401	Adams-Russell	Peggy			
S	2	Addink	Agnes		Sylvan	
S	3	Adler	Lori			
S	4	Ahlborn	Charles			

S... p\_cust

## TO FIND THE PATRONS FOR EACH PERSON:

- Click on the custid number...

S	4	Ahlborn	Charles			
S	5	Ahmann	Rosemary			
S	6	Ahnen	Wendy			
S	7	Alfery	Christine		Brad	
S	444	Alfrey	Christine	Christine Alfrey C...		

- That will bring in the patron records by descending year order.

Back to Screen 1

ADD NEW PATRON

Search... Download 447 Records Page 2 of 90

Save	PatronClick	LastName	FirstName	BusinessN...	Partner	Birthdate	Street
S	4	Ahlborn	Charles				10175 Lower Road
S	5	Ahmann	Rosemary				16519 E Fayette ...
S	6	Ahnen	Wendy				4925 Sherburn Road
S	7	Alfery	Christine		Brad		2127 To To Tom Dr...
S	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave

Search... Download + Add new row 10 Records Page 1 of 2

Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_tick
Save Delete	7	2025	100.00		No		
Save Delete	7	2024	60.00		No		
Save Delete	7	2023	60.00		No		
Save Delete	7	2022	60.00		No		
Save Delete	7	2018	60.00		No		
Save Delete	7	2017	60.00		No		

## To EDIT, ADD or DELETE a PATRON record:

### ADDING ANOTHER PATRON YEAR AND AMOUNT RECORD:

- Click on the Yellow Custid you want to add a patron record to
- You will see the information if any below

The screenshot shows a web application interface for managing patron records. At the top, there are two buttons: "Back to Screen 1" (red) and "ADD NEW PATRON" (dark red). Below these is a search bar and a "Download" button. The main table displays a list of patrons with columns: Save, PatronClick, LastName, FirstName, BusinessN..., Partner, Birthdate, and Street. The PatronClick column contains yellow buttons with numbers 4, 5, 6, 7, and 444. The number 6 is circled in red. Below this table is another table with columns: Save/Delete, p\_cust, p\_patron\_yr, p\_patron\_amt, p\_artpurch..., p\_attending..., p\_ticket1, and p\_tick. The first row of this table is highlighted in green and contains the values: Save, Delete, 6, 0.00, No, and empty cells for the last two columns. This row is also circled in red.

Save	PatronClick	LastName	FirstName	BusinessN...	Partner	Birthdate	Street
	4	Ahlborn	Charles				10175 Lower Road
	5	Ahmann	Rosemary				16519 E Fayette ...
	6	Ahnen	Wendy				4925 Sherburn Road
	7	Alfery	Christine		Brad		2127 To To Tom Dr...
	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave

Save/Delete	p_cust	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_tick
	6		0.00		No		

- To add a record, click on +Add new row

This screenshot is similar to the previous one, but the "+ Add new row" button in the second table's header is circled in red. The rest of the interface, including the list of patrons and the detailed view of the record with PatronClick 6, remains the same.





Q Search...		Download		+ Add new row		2 Records					Page	1	of 1
Save/Delete		p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticket2	p_notes	p_patron			
<div><div>Save</div><div>Delete</div></div>		6		0.00	0					7			
<div><div>Save</div><div>Delete</div></div>		6	2028	100.00						1085			

## TO EDIT A ROW:

- Select your row
- Click on the right side to get the green pencil and edit your fields. You can edit the whole row or any fields at the same time in that One row.

Q Search...	Download	+ Add new row	2 Records < Page 1 of 1 >				
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticl
	6		0.00		No		
	6	2028	100.00	0			

- Make your edits and Click on Save (Disk icon)

Q Search...	Download	+ Add new row	2 Records < Page 1 of 1 >				
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticl
	6		0.00		No		
	6	2029	100.00	0			

- And the updated record is here.
- You can add, delete or edit any other records while you are on this screen.

Q Search...	Download	+ Add new row	2 Records < Page 1 of 1 >				
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticl
	6		0.00		No		
	6	2029	100.00	0			

## TO DELETE A ROW:

- To delete a row, click on the row, You will see it highlights in green.
- Click on the RED Delete button (Trash Can icon)

Q Search...	Download	+ Add new row	2 Records < Page 1 of 1 >				
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticl
	6		0.00		No		
	6	2029	100.00	0			

- You will see the row is removed.

Q Search...	Download	+ Add new row	1 Records < Page 1 of 1 >				
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_tick
Save  Delete	6		0.00		No		

## ADDING A NEW PATRON RECORD:

- Click on the ADD NEW PATRON BUTTON

Back to Screen 1		Refresh Screen					
ADD NEW PATRON		Patron_1					
Q Search	Download	447 Records < Page 1 of 90 >					
Save	PatronClick	Last Name	First Name	BusinessN...	Partner	Birthdate	
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		
	400	Ace Hardware Wo		Ace Hardware Wo	Milissa Timmons		

- This will pop up an empty form display to enter the new patron member
- Please follow the entry RULES on the first page.

### Form

Last Name

First Name

Business Name

Partner

Birthdate

Street

Addr 2

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

## Form

Last Name

Joetest

First Name

Testing

Business Name

Joetest Company

Partner

Mary

Birthdate

Street

123 Main Street

Addr 2

City

Cell Phone

606-529-4563

Notes

Business Use

Yes

Mal Member

Member Yr

Single Family

Patron

Yes

Member Patron Yr

2028

Patron Year

2028

Patron Amt

100.00

Art Purchase

Attending Party

No















Ticket 1 Name

Ticket 2 Name

Notes

Reset Submit

- When you complete all the fields that need to be entered, all the way to the bottom, Click Submit
- After Clicking the Submit, it will return you to the screen

Back to Screen 1									
ADD NEW PATRON									
<div> <div>Q Search...</div> <div>Download</div> <div>449 Records</div> <div>&lt; Page 1 of 90 &gt;</div> </div>									
Save	PatronClick	Last Name	First Name	Business Name	Partner	Birthdate	Street	Addr2	City
 	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		
 	400	Ace Hardware Wo...		Ace Hardware Wo...	Missa Timmons		POB 857		Manitowish Wate
 	401	Adams-Russell	Peggy				7715 Trout Creek Rd		Rhinelande
 	2	Addink	Agnes		Sylvan		7706 Barbara Roa...		Mercer
 	3	Adler	Lori				224 E Lullaby Lane		St. Germain
<div> <div>Q Search...</div> <div>Download</div> <div>+ Add new row</div> <div>2 Records</div> <div>&lt; Page 1 of 1 &gt;</div> </div>									
Save/Delete	p_cust...	p_patron_yr	p_patron_amt	p_artpurch...	p_attending...	p_ticket1	p_ticket2	p_notes	p...
 	6		0.00	0					7
 	6	2028	100.00						1085

- To see the new entry, Search the New Patron Member

Back to Screen 1

ADD NEW PATRON

Q Joel X Download 4 Records Page 1 of 1

Save	PatronClick	LastName	FirstName	BusinessN...	Partner	Birthdate	Street	Addr2	City
	153	Huffman	Joel		Karen		106 W Seeboth St...		Milwaukee
	449	Jotest	Testing	Joetest Company	Mary		123 Main Street		Always

- When done or for reporting – click back to dashboard

MANITO ART LEAGUE ADD NEW PATRON Dashboard

Q Search... Download 450 Records Page 1 of 75

Save	PatronClick	LastName	FirstName	BusinessN...	Partner	Birthdate	Street	Addr2	City
	399	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		

- To get to your Reports page, click on the reports button.

MANITO ART LEAGUE

**PATRON Dashboard**

Calendar To Select Date

Patron Maintenance Reports

- Select the link you want to see in reports. You will not be able to get back to the dashboard page at this time. Please see Report instructions for more information.
- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.